



BUILDING PLAN REQUIREMENTS FOR NEW COMMERCIAL AND INDUSTRIAL BUILDINGS (INTERIOR TENANT IMPROVEMENT)

NEW COMMERCIAL (Full set consists of Architectural, Structural, and M,E,P's)

- PLANNING- 1 full set
- BUILDING- 1 full set (2 sets required at resubmittal)
- ENGINEERING- 1 set and 3 Site Plans
- TRANSPORTATION- 1 Site Plan
- SANITATION- 1 Set of Architectural/Plumbing
- WATER DISTRICT- 1 Set of Architectural/Plumbing
- FIRE- 1 full set
- 2 sets calculations
- 2 sets Title 24 - energy calculations

TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

MINIMUM SUBMITTAL REQUIREMENTS (Full set consists of Architectural, Structural, and M,E,P's)

- PLANNING- 1 full set
- BUILDING- 1 full set (2 sets required at resubmittal)
- FIRE- 1 full set (if site is high rise over 7 stories; occupancy is A, E, H, I, R-1, S, R; submittal includes monopole co-location with generator or generator)
- 2 sets of Structural Calculations (if applicable)
- 2 sets of Title 24 (if applicable)

IF PROJECT IS OVER \$10,000

- ENGINEERING- 1 set and 3 Site Plans
- TRANSPORTATION- 1 Site Plan

IF ADDING NEW PLUMBING FIXTURES

- SANITATION- 1 Set of Architectural/Plumbing
- WATER DISTRICT- 1 Set of Architectural/Plumbing

COMPLETE PLAN SUBMITTAL

A. Drawings and reference documents required on minimum size 24" x 36" -(architectural scale D) for added/altered area(s) and area(s) impacting them

1. Plot plan
2. Grading and drainage (separate submittal)
3. Landscape Plan
4. Architectural plan -
 - Complete floor plan
 - Roof plan
 - Exterior elevations
5. Structural -
 - Foundation plan (check if project is in the expansive soil area)
 - Floor framing plan Ceiling framing plan Roof framing plan
 - Truss information and calculations (If roof is a truss)
 - Cross sections (minimum of two)
 - Structural framing details
6. HVAC plan (for new system)
7. Electrical plan
8. Plumbing plan

2 sets calculations (if applicable)

2 Title 24-energy calculations (if applicable)

OTHER DOCUMENTS

1. Soils report
2. Hazardous materials declaration
3. South Coast Air Quality notification (SCAQMD permit), if required
4. Inspection report per UBC-94, section 106.3.5, if required
5. Conditions of approval (verify with planning)
6. Special requirements (verify with planning)
7. Water quality and compliance with National Pollution Discharge Elimination System, ordinance 97-20, if required.

INFORMATION TO BE INCLUDED ON PLANS

A. Plot plan

1. Lot dimension
2. Building footprint with all projections and dimensions to property lines
3. North arrow and scale of drawings
4. Visible utilities to curb
5. Easement(s)
6. Parking layout and driveways, including accessible parking with layouts, signs and slopes
7. Centerline of street to ultimate property line (front, sides, and/or rear)
8. Dimensions between buildings
9. Loading areas-dimensions/screening
10. Setbacks
11. Names of all adjacent streets
12. Accessibility from public sidewalk to project entrance including signs, ramps and slopes

B. Landscape plan

1. Irrigation and planting schedule, quantities by type and size, and location of all materials on site
2. Accessory structures, walkways, decks, etc.

C. Architectural and structural plans

1. Foundation and structural floor and roof framing plans
2. Architectural floor plan(s) (seat plans for assembly occupancy)
3. Exterior elevations
4. Structural material specifications
5. Structural and architectural details (see F)
6. Truss configurations and locations (see G), if applicable
7. Typical cross section in each direction
8. Calculations and details for racks over 8 feet in height
9. Reflected ceiling plan

D. HVAC, plumbing and electrical plans

1. Location of plumbing fixtures, including gas line load sizing and layout and water heater location and single line schematic with pipe size calculations.

2. Location of HVAC equipment, including duct location, size and layout and fire damper
3. Food preparation establishments shall be evaluated to determine need for grease traps or interceptors, type I or II hoods, indirect special wastes, carbonator or cappuccino machine backflow devices, etc.
4. Outlets, fixtures, switches, smoke detectors, service panels with size and ground, subpanels, and load calculations, circuit identification of outlets, fixtures, switches, smoke detectors and panel schedule.

E. Energy requirements

1. Form ENV-1 with all required signatures and compliance method
2. Backup forms including heat loss calculations
3. List relevant mandatory features
4. List compliance method approach and climate zone

F. Access Regulations (Title-24 accessibility requirements for handicapped persons)

1. Accessible path of travel from public transportation drop-off to facility
2. Access to, and within, all facilities regularly used by non-handicapped persons
3. Location of all accessible parking and path of travel from them to facility
4. Elevations, slopes, cross slopes and signs to all accessible facilities

G. Information

1. Wet ink signature on all documents by document preparer
2. Name, title, registration, wet ink stamp, address and phone number of all design professionals, if any
3. Address of property and name, address and phone number of the property owner
4. Cover sheet information:
 - Applicable codes and editions
 - Description and type of work
 - Occupancy and type of construction
 - Gross area, by floor(s) and building height
 - Index of drawings
 - Scale for all drawings

H. Details

1. Windows: head, jam and sill
2. Exterior doors: head, jam and sill
3. Flashing: vertical junctures of materials

4. Footing, piers and grade beams (comply with expansive soil and flood zone requirements, if project falls into that area)
5. Post and girder intersections
6. Roof: eaves, overhangs, rakes and gables
7. Floor changes (i.e., wood to concrete)
8. Handrail(s) and guardrail(s) with support
9. Structural wall sections with details at foundation, floor and roof levels
10. Details of all fire rated assemblies
11. Sections of fire rated corridors
12. Scale of all drawings

I. Prefab -provide items 1 or 2, if applicable

1. Submit the following:
 - Roof framing plan with truss ID No. and manufacturer's name
 - Detail of all truss splices, connections and plate sizes
 - Show all trusses including gable bracing and bridging
 - Review by individual responsible for design
 2. Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference to framing plan
- J.** Pay all applicable plan check fees and building permit fees
- K.** Be prepared to verify payment of all other development fees required as part of the building permit issuance (verify with the planning department)

For questions regarding plan check submittal call the Building Division at (714) 754-5273.

(+) These requirements are general and all items might not be needed in all cases.